

# Academic Editor Cover Letter

2545 Gustavo BurgNew Rachaelview, CO 71911-5885

**Dear Sawyer Heidenreich,**

I submit this application to express my sincere interest in the academic editor position.

Previously, I was responsible for expertise in the planning, technical implementation, and management of educational and research projects with students, faculty, staff and colleagues across campus, including researching, evaluating, selecting and acquiring tools, hardware and software, and providing instruction on the use of advanced software and tools for group instruction and individual consultation to meet the goals of assigned projects.

Please consider my qualifications and experience:

- Supporting and advising the Scheduling group regarding faculty assignments, course requirements, restrictions, and maintenance
- Maintaining course changes at catalog level in coordination with the scheduling team to ensure consistency between curricular and scheduling timelines
- Consulting with the scheduling team to correct scheduling information that does not reflect curricular changes
- Reviewing and coordinating classroom needs of the academic departments and assigning space as appropriate
- Developing and providing training to departmental users
- Supporting the classroom scheduling team in other areas as needed

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Tyler Mosciski